

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING OFFICER (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Perform monthly bank reconciliation (i.e., compare entries and account balances, identify and correct reconciling items in a timely manner) for the Department of Corrections and Rehabilitation to ensure the account records are in agreement with the State Treasurer utilizing bank statements, cancelled checks, deposits, System Analysis and Program Development (SAP), California State Accounting and Recording System (CALSTARS), etc. in accordance with State Administrative Manual (SAM).
2.	Perform monthly State Controller's Office (SCO) reconciliation (i.e., compare account balances and entries, identify and correct reconciling items in a timely manner) for CDCR to ensure the account records are in agreement with the SCO utilizing SCO Agency Reconciliation report (tab run), journal entries, ten-key calculator, SAP reports, CALSTARS reports, and spreadsheets in accordance with SAM.
3.	Perform monthly Fixed Assets (e.g., land, buildings, major equipment, etc.) reconciliation for CDCR (institutions and divisions) to ensure the account records are in agreement with SAP/CALSTARS reports, property control system listings, Department of General Services (DGS) Real Property balances, utilizing spreadsheets, in accordance with SAM, Generally Accepted accounting Principles (GAAP), and Financial Information Memorandum (FIM).
4.	Perform Cash reconciliation for CDCR to evaluate and monitor cash flows utilizing SAP/CALSTARS reports, SCO records, and spreadsheets in accordance with SAM and CALSTARS manual.
5.	Perform Revolving Fund reconciliation for CDCR to monitor balance maintained at SCO utilizing SAP/CALSTARS reports, SCO records, spreadsheets, and source documents in accordance with SAM and CALSTARS manual.
6.	Review the work of others (clerical, account clerks/technicians, Accountant I, etc.) to ensure staff has followed proper policies and procedures and verify the accuracy/quality of duties performed utilizing source documents, reviewing reference manuals, reports, as needed.
7.	Monitor the work of others (clerical, account clerks/technicians, Accountant I, etc.) to ensure staff has followed proper policies and procedures and verify the accuracy/quality of duties performed utilizing source documents, reviewing reference manuals and reports, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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8.	Assist staff in researching/resolving difficult accounting problems by facilitating the process (i.e., providing direction/resources or clarification of policies and procedures utilizing various tools, aids, equipment, and/or processes, as needed.
9.	Perform audits (e.g., claim schedules, cash funds, and use of office revolving funds) for CDCR to ensure compliance with SAM, utilizing audit checklist, rules, regulations and desk procedures.
10.	Prepare cash remittance(s) to State Treasurer in a timely manner to accurately report cash receipts by type, fiscal period and appropriation utilizing SAP/CALSTARS reports, remittance advice transmittal form in accordance with SAM.
11.	Prepare Accounts Receivable invoices to bill for services provided by the department (e.g., governmental agencies and private vendors) utilizing various resources (e.g., contracts, policies and procedures, and source documents) in accordance with SAM.
12.	Review Accounts Receivable Aging report for the department's pending invoices utilizing SAP/CALSTARS reports and source documents in accordance with SAM, DPA, MOUs, and SAP/CALSTARS.
13.	Assist in the preparation of financial statements for the department to report the fiscal activities of the accounting period to the Department of Finance (DOF) utilizing various resources (e.g., SAP/CALSTARS reports, policies and procedures, and spreadsheets) in accordance with SAM, DOF, and GAAP.
14.	Prepare sales/use/fuel taxes for the department to report information to the Board of Equalization (BOE) utilizing various resources (e.g., source documents, tax returns, SAP/CALSTARS reports, manuals, spreadsheets, etc.) in accordance with SAM and BOE guidelines.
15.	Prepare Discharge of Accountability for the department to request removal of an uncollectible debt through the DOF utilizing source documents, CALSTARS reports, collection letters and/or collection processes in accordance with SAM and DOF guidelines.
16.	Review Discharge of Accountability for the department to request removal of an uncollectible debt through the DOF utilizing source documents, CALSTARS reports, collection letters and/or collection processes in accordance with SAM and DOF guidelines.

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17.	Prepare Claims for Reimbursement for the department to SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines.
18.	Review Claims for Reimbursement for the department to SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines.
19.	Prepare monthly Late Payment Penalty Report to provide detailed information to the headquarters of late payment occurrences to vendors utilizing source documents and SAP in accordance with Accounting Information Memo (AIM) and SAM.
20.	Prepare monthly Statistical Report to provide detailed work activity information and discounts lost/earned to department headquarters utilizing source documents and spreadsheets in accordance with Financial Information Memo (FIM).
21.	Prepare Quarterly Aged Accounts Receivable report and send to Sacramento Accounting Office to provide information of total outstanding amount(s) owed to the state utilizing source documents and SAP reports in accordance with FIM.
22.	Record the allocation received by the Sacramento Accounting Office by appropriation symbol, fund and budgetary sequence to tie allotments/budget plan to the allocation order utilizing various resources (e.g. SAP/CALSTARS and source documents) in accordance with SAM and the department's Office of Budget Management (OBM).
23.	Perform monthly SAP/CALSTARS table maintenance to establish, record and maintain data at specified reporting levels and provide a system of edits and checks on transactions posted utilizing various resources [e.g., Uniform Codes Manual (UCM), SAP/CALSTARS, the department's budget plan, manuals, policies and procedures] in accordance with DOF and the department's OBM.
24.	Assist Senior Accounting Officer or Accounting Officer Supervisor in correcting the error file (CALSTARS edit transactions) to appropriately and accurately post accounting transactions utilizing CALSTARS, manuals, and source documents in accordance with UCM and CALSTARS.
25.	Review availability of funds for the department expenditures utilizing the purchase documents/contracts, UCM, SAP/CALSTARS reports, and FIM in accordance with DGS guidelines and SAM.

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26.	Certify availability of funds for the department expenditures utilizing the purchase documents/contracts, UCM, SAP/CALSTARS reports, and FIM in accordance with DGS guidelines and SAM.
27.	Review SAP/CALSTARS reports for posting errors to ensure accuracy of expenditures [e.g., index/cost center, object/general ledger account, and Program Cost Account (PCA) codes/fund and functional area] utilizing source documents, SAP/CALSTARS reports, and FIM in accordance with CALSTARS, UCM, and SAM.
28.	Communicate in a professional and effective manner with others (e.g., management, vendors, control agencies, institution/program staff, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
29.	Prepare drafts for management's signature to address various accounting issues utilizing personal computers and or other automated tools needed and/or upon request.
30.	Deliver effective oral presentations to management, customers, and technical staff utilizing various tools, equipment, and aids as appropriate.
31.	Provide on-the-job training for staff to increase and broaden their knowledge, experience, and skills utilizing and recommending special assignments and afford employees the opportunity to attend in-service/out-service training, pursuant to the Department's policy and procedures.
32.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques, as needed.